

So you want to start an organization...

Consider these three questions:

*Is there no existing organization with a similar purpose?

*Would the organization have a lasting relevance to the community?

*Is there enough interest on campus to support the organization?

If you answered “yes” to these three questions, your next steps are to:

1. **Meet with the Organization Resources Committee Vice-Chair of Chartering**, Angela Zhu, who will offer advice, explain the chartering process, and provide sample charters so that you can begin thinking about the charter you will submit.
2. **Submit a New Charter Submission Form** to the SGA Office (CC 206) (<http://sophia.smith.edu/sga/NewCharterSubmissionForm.pdf>).
3. **ORC will help you revise your charter**, which is then subject to the approval of Senate.
4. You will receive notice from Angela Zhu about attending a **hearing at a Senate meeting**. This is your opportunity to present/defend your charter.
5. Once approved, fill out a **Zero-Year Organization Fund Application** (<http://sophia.smith.edu/sga/ZeroYearFundApplication.pdf>) to receive funding, and **contact Tamra Bates** about filling out recognition forms.